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Thursday, November 1, 2018

6:00 AM - 8:00 PM

Infant Care Set Up

SDCC: 17A

Function Type: Other
Room Set: See Diagram

Cost Center: A-MA200-A202
Billing Group: SfN Master
Meeting Planner: Sharon Bowles
Post: No

Contacts

Contact: Sharon Bowles

Logistics

Setup - San Diego Convention Center

Ready By:
Thursday, November 1, 2018 @ 2:00 PM

Note

- (3) Large Trash Cans with Liners.
- (1) Water Cooler with Cups. Do not plug in - water cannot be cold. Refill as needed.
- (1) Skirted 6'x30" table inside the entrance.
- Empty diaper pail every 2-3 hours.
- Tape or cover electrical outlets.
- Check trash twice a day. Vacuum each evening.

**Remain as set on a 24-hour basis through Wednesday, November 7 at 5:00 p.m.

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, November 1, 2018 @ 12:00 PM

Note

- (5) 10'x10' Hard-walled cubicles along one wall
- (5) Trash Cans in cubicles
- (9) Arm Chairs – 5 placed inside cubicles, and 4 in the common area
- (9) Vibe cubes – 5 placed inside cubicles, and 4 in the common area
- (1) Arm Sofa
- (3) Coffee/Regis Bench Tables – as set per diagram
- (6) Changing tables w/pads– 5 placed inside cubicles and 1 in the common area
- (1) Large diaper pail – placed next to changing table in common area
- Keyed lockers - placed along wall in common area

TEG to Purchase and Assemble the Following:

- (6) Delta Children Eclipse Changing Tables with Pads, Dark Chocolate by Delta Children- available at Walmart Item #552315616 @ \$100.66 each.

**Remain as set on a 24-hour basis through Wednesday,

November 7 at 5 p.m.

Electrical - The Expo Group (TEG)

Ready By:
Thursday, November 1, 2018 @ 7:00 AM

Note
(5) Electrical outlets - one (1) in each cubicle

Thursday, November 1, 2018 - Wednesday, November 7, 2018

7:00 AM - 7:00 PM

Digital Strategy Studio Storage/Green Room

SDCC: 27B

Function Type: Office
Estimated Attendance: 8
Room Set: See Diagram

Cost Center: A-DN200-P205
Billing Group: SfN Master
Meeting Planner: Dawn Keane
Post: No

Contacts

Contact: Jack Lee

Logistics

Setup - San Diego Convention Center

Ready By:
Wednesday, October 31, 2018 @ 12:00 PM

Note
(4) 6' tables
(11) chairs
(2) low cocktail rounds

Need 6 keys

General Contractor - The Expo Group (TEG)

Ready By:
Wednesday, October 31, 2018 @ 12:00 PM

Note
Pipe & Drape for the back section of the room, per the diagram

Food And Beverage - Center Plate - SDCC

Ready By:
Friday, November 2, 2018 @ 7:00 AM

Note
Beverage Service to be served Friday, Nov. 2 - Tuesday, Nov. 6

Please refresh beverages in the pm.

Beverage Service:
\$65.00 per gallon
Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Hot Teas
Bottled Water (16 oz) \$4.00 each, charged on consumption

Plus 20% service charge and 8% sales taxes.

Thursday, November 1, 2018 - Wednesday, November 7, 2018

7:00 AM - 7:00 PM

Shuttle Office

SDCC: Shuttle Office, Lobby E

Function Type: Office
Room Set: See Diagram

Cost Center: A-MO200-A201
Billing Group: SfN Master
Meeting Planner: Jennifer Gross
Post: Yes

Contacts

Contact: Jennifer Gross

Logistics

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 7:00 AM

Note

Install walls per attached diagram.

(3) Keys for door - NOTE: Need to ensure lock and keys work properly

(Contact: Karin Keidser, Production Transport)

Build room w/door per diagram

(4) 6'x30" Tables

(6) Chairs

(2) Wastebaskets

Remain as set on a 24-hour basis through Wednesday, November 7 at 7:00pm

Electrical - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 7:00 AM

Note

(1) 120v/15 amp drop with power strips

Please have cords taped down

Remain as set on a 24-hour basis through Wednesday, November 7 at 7:00 pm

Thursday, November 1, 2018 - Wednesday, November 7, 2018

8:00 AM - 7:00 PM

Digital Strategy Studio Interview Room

SDCC: 27A

Function Type: Other
Estimated Attendance: 8

Cost Center: A-DN200-P205
Billing Group: SfN Master
Meeting Planner: Dawn Keane
Post: No

Contacts

Contact: Jack Lee

Logistics

Setup - San Diego Convention Center

Ready By:
Wednesday, October 31, 2018 @ 12:00 PM

Note
(2) 6' skirted tables
(4) Chairs

(3) Easels
(1) Wastebasket

(4) Keys

General Contractor - The Expo Group (TEG)

Ready By:
Wednesday, October 31, 2018 @ 12:00 PM

Note
15' of Navy Drape against the East Wall with 10' wings on each side
Pipe and drape against the opposite wall to muffle reverb

(1) Alondra Cocktail Table (ALC200) in Wood/Chrome
(2) Munich Armless Chairs (MNCHCH)

Thursday, November 1, 2018 - Wednesday, November 7, 2018

8:00 AM - 5:00 PM

Entrance Prop

SDCC: Entrance Prop

Function Type: Other
Room Set: See Diagram

Cost Center: A-AT200-5256-5151
Billing Group: SfN Master
Meeting Planner: Paula Kara
Post: Yes

Contacts

Contact: Adam Katz

Logistics

General Notes - SfN

Ready By:
Thursday, November 1, 2018 @ 2:00 PM

Note

The prop will be located in Lobby E in front of the Starbucks. It should be placed perpendicular to Starbucks so that people waiting in line will see the Advocacy side of the unit. The West side of the prop should be the Society for Neuroscience side, so that when walking towards the Hilton this side is visible. The East side of the prop should be the Advocacy side, and when walking towards the Marriott the Advocacy side is visible.

SfN to provide a wireless internet access point inside the entrance prop.

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, November 1, 2018 @ 12:00 PM

Note

Installation complete by 11/1 @ noon

Audio/Visual - Atlantic Images & Sound (AIS) AV

Ready By:
Thursday, November 1, 2018 @ 5:00 PM

Note

(1) 80" 4K monitor
(1) media player
(2) iPads with cellular capability and chargers.

Electrical - The Expo Group (TEG)

Ready By:
Thursday, November 1, 2018 @ 12:00 PM

Note

Self-contained electrical unit so there are no cords taped to the floor.

Thursday, November 1, 2018 - Friday, November 2, 2018

8:00 AM - 6:00 PM

KiddieCorp Child Care Setup

SDCC: 17B

Function Type: Other

Cost Center: A-MA200-A202

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: No

Contacts

Contact: Sharon Bowles

Alt Contact: Lesley Medina

Organizer Email: lesley@kiddiecorp.com

Logistics

Setup - San Diego Convention Center

Ready By:

Thursday, November 1, 2018 @ 5:00 PM

Note

*Provided by KiddieCorp

17B Back half (ages 6 months-2 years old)

(1) Covered diaper pail or lined trash can with cover, with extra trash bags

(1) large trash can

(2) cribs with bedding*

(2) high chairs*

(4) 6' tables (skirted, no pins) placed against the wall

(5) large sheets*

(5) chairs

Empty diaper pail every 2-3 hours.

Tape or cover electrical outlets.

Registration area - right outside the entrance of 17B:

(1) 6' long table (skirted, no pins) with (2) chairs

(1) Easel next to the table

(1) Small trash can next to table

Room 17B Front Half (ages 3-12 years old)

(1) Water station (ice, water, napkins, and paper cups)

(3) 5' round tables (covered with taped down plastic)

(8) Chairs around each table

(4) 6' tables (skirted, no pins) placed against the wall

(2) large trash cans

Check trash twice a day. Vacuum each evening.

*Remain as set on a 24-hour basis through Wednesday, November 7 at 6:00 p.m.

General Contractor - The Expo Group (TEG)

Ready By:
Friday, November 2, 2018 @ 10:00 AM

Note
17B Back Half of Room
(1) Mini-refrigerator

Audio/Visual - Atlantic Images & Sound (AIS) AV

Ready By:
Friday, November 2, 2018 @ 12:00 PM

Note
(1) Flip chart with paper and marking pens
(1) TV/DVD Player

**Remain as set on a 24-hour basis through Wednesday,
November 7 at 6:00 p.m.

Telecom - Smart City - SDCC

Ready By:
Friday, November 2, 2018 @ 10:00 AM

Note
17B Front Half of Room
(1) In-house telephone with extensions posted in both rooms.
17B= (619) 525-6227

**Remain as set on a 24-hour basis through Wednesday,
November 7 at 6:00 p.m.

Food And Beverage - Center Plate - SDCC

Ready By:
Friday, November 2, 2018 @ 10:00 AM

Note
17B Front Half of Room

(3) Tablecloths (5' round)

Thursday, November 1, 2018 - Wednesday, November 7, 2018

8:00 AM - 3:00 PM

President's Room

SDCC: 12

Function Type: Other

Cost Center: A-MO200-A201

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Contact: Dawn Keane

Logistics

General Notes - San Diego Convention Center

Ready By:

Thursday, November 1, 2018 @ 8:00 AM

Note

(2) Keys

**Remain as set on an 24-hour basis through Wednesday,
November 7 at 3:00pm**

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

(1) Comfy couch

(1) Comfy chair and coffee table

**Remain as set on an 24-hour basis through Wednesday,
November 7 at 3:00pm**

Thursday, November 1, 2018

11:30 AM - 2:30 PM

Staff Meal Room

SDCC: Staff Meal Rm, Sails Pavilion

Function Type: Other

Estimated Attendance: 50

Room Set: As Set

Cost Center: A-MO200-A201

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Contact: Dawn Keane

Logistics

Food And Beverage - Center Plate - SDCC

Ready By:

Thursday, November 1, 2018 @ 11:15 AM

Note

Replenish as needed throughout the day:

(1) Water cooler with disposable cups

SCL4 @ \$28.50++ per person

Tossed Garden Salad with Fresh Vegetables and Seasoned Croutons

Chef's Selection of Creamy and Vinaigrette Dressings

Freshly Brewed Coffee, Decaffeinated Coffee, Hot and Iced Tea

Sliced Meats and Cheeses to include:

Smoked Turkey Breast, Roast Beef and Cured Ham, Swiss, Jack and Cheddar Cheeses, Lettuce, Tomato, Onion and Pickles

Chicken Salad, Tuna Salad, Penne Pasta Salad

Hearth Baked Rolls and Breads

Individual Bags of Chips

Carrot Cake and Chocolate Bundt Cake with Whipped Cream and Berries

Assorted Canned Soda (70% diet) @ \$4.00++ each, charged on consumption

Please have Coke products available

Thursday, November 1, 2018 - Wednesday, November 7, 2018

12:00 PM - 12:00 PM

Lead Retrieval Machine Rentals

SDCC: Lead Scanners, Hdqtrs Office, Sails Pavilion

Function Type: Other

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Contact: Dawn Keane

Logistics

Other - Convention Data Services (CDS)

Ready By:

Thursday, November 1, 2018 @ 3:30 PM

Note

Please provide a short training on how to use the scanners with the staff picking them up.

Ready By:

Thursday, November 1, 2018 @ 3:30 PM

Note

(7) Scanners for the events below from 11/2 to 11/7 at 5pm.

Please contact Maya Sapiurka at msapiurka@sfn.org. Please program all devices for all events below.

Cost center for 7 scanners: A-AT200

Advocacy Wheel

Advocacy Email List

NDP Workshop

Advocacy Reception

Animals in Research Panel

Public Advocacy Forum

Graduate School Fair

Advocacy Booth

Training Booth

MTE – Liao

MTE – Bellone

MTE – Aizenman

MTE – Wichterle

MCE – Stowers

MTE – Perez

MTE – Harris

MTE – Luscher

MTE – Churchland

MTE – Gu

MTE – Overstreet-Wadiche

MTE – Lin

MTE – Sengupta

MTE – Shimogori

Ready By:
Thursday, November 1, 2018 @ 3:30 PM

Note
PROFESSIONAL DEVELOPMENT DEPARTMENT

(16) Scanners from 11/2 - 11/7. Please deliver scanners by Thursday in the afternoon. For use at PD events
Please contact Kelsey King at kking@sfn.org for details

Cost center: MP200-A168

NSP Fellows Dinner
NSP Mentoring Breakfast
Diversity Poster Session
Diversity Reception
International Fellows Orientation
NJCC Workshop
Improving Your Science
Building a Supportive Global Network
Careers in Making Medicines
How SfN Helped My Career
How to Thrive as a Women in Neuroscience
Brining a Student-Run Outreach Program
Fixing the Leaky Pipeline for Women in Science
Face-to-Face Networking
Career Planning and Explorations for PhDs and PhD-MDs
Cultivating Leadership in Multidisciplinary Research
How a Journal Handles Your Paper
Teaching Neuroscience
FAIR Neuroscience
Chapters Workshop

Ready By:
Thursday, November 1, 2018 @ 3:30 PM

Note
(5) Scanners for the events below from 11/2 to 11/7 at 5pm.
Please contact Alissa Ortman at aortman@sfn.org. Please
program all devices for all events below.

Cost center for 5 scanners: A-NL200-A105 & A-NL200-A106

Brain Awareness Campaign Event
Social Issues Roundtable
Booth

Ready By:
Tuesday, November 6, 2018 @ 4:00 PM

Note
PRESIDENTIAL RECEPTION
(12) scanners for the Presidential Reception on Tuesday, Nov. 6

We will use the access control option to record who attends.
Please deliver scanners to the Headquarters office @ 4:45 pm on
Tues. At this time, we would also like for CDS to hold a short
training on how to use the scanners with the staff working the
reception.

For questions, contact Paula.

Thursday, November 1, 2018

2:00 PM - 3:00 PM

Hotel City Wide Pre-Con

SDCC: 10

Function Type: Meeting

Estimated Attendance: 75

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Dawn Keane

Logistics

General Notes - SfN

Ready By:

Thursday, November 1, 2018 @ 1:00 PM

Note

As set Sunday, Nov 4 at 8:30 am.

Audio/Visual - OnSite AV

Ready By:

Thursday, November 1, 2018 @ 1:00 PM

Note

(1) Lectern microphone

Food And Beverage - Center Plate - SDCC

Ready By:

Thursday, November 1, 2018 @ 1:45 PM

Note

Assorted Soft Drinks (70% diet) @ \$4.00++ each, charged on consumption.

Bottled Water @ \$4.00++ each, charged on consumption.

Freshly Brewed Coffee, Decaffeinated Coffee and Selection of

Hot Teas @ \$65.00++ per gallon

All prices are subject to 20% service charge and 8% taxes.